



Department of Defense **DIRECTIVE**

February 25, 1986
NUMBER 1145.2

ASD (FM&P)

SUBJECT : United States Military Entrance Processing Command

References: (a) DoD Instruction 1145.2, "Armed Forces Examining and Entrance Stations Program Policy, June 3, 1965 (hereby canceled)
(b) DoD Instruction 5000.21, "Forms Management Program,"
December 5, 1973

A. REISSUANCE AND PURPOSE

This Directive cancels reference (a) and reissues guidance for processing military applicants and inductees by the United States Military Entrance Processing Command (USMEPCOM) .

B. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD) . the Military Departments and their Reserve components, and the U.S. Coast Guard (USCG) .

C. POLICY

This Directive provides policy for command, control, management, administration, and support of USMEPCOM and its subordinate units, and designates responsibility for research and development of the Armed Services Vocational Aptitude Battery (ASVAB) .

D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) shall provide overall guidance for implementation of the policies and responsibilities established in this Directive.

2. The Assistant Secretary of Defense (Health Affairs) (ASD(HA)) shall act as an advisor to the ASD(FM&P) with respect to the medical aspects of USMEPCOM's operation.

3. The Secretary of the Army shall act as the Executive Agent for the management and administrative and resource support of USMEPCOM. Executive Agency responsibilities are further delegated to the Army Deputy Chief of Staff for Personnel (DCSPER).

4. The Army Deputy Chief of Staff for Personnel (DCSPER) shall:

a. Act as Executive Agent for the ASD(FM&P).

b. Provide resources required to establish, equip, and maintain USMEPCOM units at locations approved by the ASD(FM&P). This will be done in

coordination with the Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)) and with the Commandant of the USCG for matters relating to the National Guard and Reserve Components and the USCG, respectively.

c. Prescribe responsibilities and operating procedures relating to Military Entrance Processing Stations (MEPSs) in accordance with ASD(FM&P) policy and coordination with the Military Services and other Federal agencies as required.

d. Develop and maintain plans and procedures for induction of registrants in coordination with the Military Services and the Selective Service System (SSS).

e. Program, budget, and fund all USMEPCOM operations.

f. Provide required civilian authorizations and staffing.

g. Consistent with DoD Instruction 5000.21 (reference (b)), coordinate recommended changes to DoD standard forms required and forward any substantive changes to the ASD(FM&P) for approval.

5. The Secretary of the Air Force shall act as the Executive Agent for all research and development of paper-and-pencil versions of the Armed Services Vocational Aptitude Battery (ASVAB). Coordination with the Military Services and USMEPCOM is required and shall be accomplished through the Joint-Service Manpower Accession Policy Steering Committee and the Joint-Service Selection and Classification Working Group.

6. The Secretary of the Navy shall act as the Executive Agent for overall management of computer adaptive testing (CAT) research, development, implementation, and scientific support of the system. Coordination with the Military Services and USMEPCOM is required and shall be accomplished through the Joint-Service Manpower Accession Policy Steering Committee and the Joint-Service CAT-ASVAB Working Group.

7. The United States Military Entrance Processing Command (USMEPCOM) shall:

a. Provide medical examinations and enlistment qualification tests to all applicants for enlistment in the Military Services. This includes examinations and aptitude tests for Reserve component personnel and the USCG.

b. Assist the Military Services in ensuring enlistment standards (aptitude, physical, education, and moral character) are met in accordance with applicable Service directives.

c. Provide centralized management of all enlistment and student testing and other related testing services.

d. Process for enlistment qualified applicants into the Military Services, including the Reserve components and the USCG.

e. When required, provide medical examinations and enlistment qualification tests to SSS registrants and process and induct these persons into the respective Military Services.

f. Provide support for medical and aptitude testing to other Federal agencies when approved by the Department of the Army as Executive Agent or the Office of the Secretary of Defense (OSD).

g. Provide automatic data processing (ADP) support of the accession processing system, to include all SSS requirements.

h. Control and administer the ASVAB as follows:

(1) Publish regulations or pamphlets prescribing procedures for:

(a) The DoD Enlistment Testing Program.

(b) The DoD Student Testing Program.

(c) Armed Forces Qualification Test verification testing.

(d) Special-purpose testing.

(e) Test security and accountability.

(2) Make certain regulations published by USMEPCOM are:

(a) Applicable to all military recruiting commands, MEPSs, and users of MEPSs' facilities.

(b) Provided to the ASD(FM&P), the Military Departments, USCG, and all recruiting command headquarters.

E. PROCEDURES

1. Administration and Military Staffing

a. The position of Commander, USMEPCOM, shall be authorized at the O-7 Officer grade. A normal tour of duty shall be 2 years. Position authorization and assignment shall rotate among the four Services in the sequence of Army, Navy, Marine Corps and Air Force. Nominations for the position shall be approved by the ASD(FM&P). The incumbent shall be rated by the Army DCSPER with mandatory endorsements by the Deputy Assistant Secretary of Defense (Military Manpower and Personnel Policy) (DASD(MM&PP)) and the ASD(FM&P).

b. The position of Deputy Commander, USMEPCOM, shall be one grade lower than the Commander position. A normal tour of duty shall be 2 years. Position authorization and assignment shall rotate among three Services in the sequence of Navy, Marine Corps, and Air Force. At no time shall the Commander and Deputy Commander positions be filled by the same Service and, to permit continuity, position assignments should occur on an alternate-year basis.

c. The position of Chief of Staff, USMEPCOM, shall be a separate, grade O-6 authorization, and permanently authorized to be filled only by an Army officer so as to provide continuity for the USMEPCOM Executive Agent. The normal duty tour shall be 3 years.

d. All other military staffing requirements, both officer and enlisted, shall be authorized and assigned to USMEPCOM by the Military Services in

direct proportion to each Service's respective programmed workload. This workload shall be computed as the sum of all projected aptitude tests, medical examinations and administrative processes required, via the MEPSs, to accomplish the programmed admissions (total and/or partial) for each Service.

e. Annual comparisons of programmed workload versus military staffing authorizations for each Service shall result in reports and adjustments as appropriate, by USMEPCOM.

f. MEPS staffing criteria, officially documented in appropriate regulations, shall be reviewed and approved by the four Military Services, the Executive Agent, and the ASD(FM&P) prior to such programming, documentation, or execution. Any major adjustments to USMEPCOM staffing authorizations, military and/or civilian, shall require approval by the ASD(FM&P).

2. Programming, Budgeting, and Financing

a. The Department of the Army as Executive Agent shall be responsible for programming, budgeting, and financing all operations of USMEPCOM, except as indicated below, and shall separately identify all such expenses in its operations and maintenance budget and financial plan submission to OSD.

b. The pay and allowance and Permanent Change of Station travel expenses of military personnel permanently or temporarily assigned to the management or operations of USMEPCOM shall be borne by the Military Service to which the personnel belong.

c. Transportation, meal, and lodging costs for applicants and enlistees, except for intra-city transportation, shall be borne by the respective Military Services.

d. Transportation of registrants to and from the MEPSs and assignment of a liaison officer during mobilization shall be the responsibility of the SSS.

3. Installation Support

Military installations and other designated Federal agencies shall be responsible for providing USMEPCOM units with administrative services, including legal services, personnel actions support, pay support, and logistics support.

F. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Existing documents of the Military Departments shall be reviewed for conformance with this Directive and two copies of each revised implementing document must be forwarded to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.



William H. Taft, IV
Deputy Secretary of Defense